



অসম লোকসেৱা আয়োগ
ASSAM PUBLIC SERVICE COMMISSION
Jawaharnagar, Khanapara, Guwahati-781 022

No.347PSC/E-14/2017-2018

Dated Guwahati the 4th December, 2021

NOTIFICATION

In pursuance to the rule 11.1 of the Assam Public Service Commission (Conduct of Business) Procedure, 2019 the following Insertions/Amendment/Modification to the Assam Public Service Commission (Conduct of Business) Procedure, 2019 are made.

Procedure No.	Original Provision of the APSC (Conduct of Business) Procedure, 2019	Amendment
2(15)	2(15) "Examiner" means a subject expert appointed by the Commission for the evaluation of the answer books or sheets and also includes Head Examiner.	"Examiner/Evaluator" means a subject expert appointed by the Commission for the evaluation of the answer books or sheets and also includes Head Examiner.
2(16)	2(16)"Head Examiner" means a senior in-service/ retired academician/subject expert in the rank of Professor/Associate Professor of reputed College/University of the state having at least 25 years of teaching experience.	Deleted
2(18) to 2(22) to be newly inserted	existing 2(18) to 2(43) will be 2(23) to 2(48)	2(18) Paper Setter means an academician/subject expert in the rank of Professor/Associate Professor/Assistant Professor having at least 10 years of teaching experience of reputed College/ University of the state with intensive knowledge on the concerned subject and previous experience of setting Question paper for various examinations.
		2(19) Moderator means an academician/subject expert who in addition to possessing the qualification of a paper setter should be able to make a comparative study of all the question papers and formulate the final question paper after due moderation. He/she may correct/ incorporate any question as per requirement of the syllabus.
		2(20) Scrutinizer is an Examiner/ Evaluator of the concerned subject who evaluates atleast one packet of Answer scripts. He/she will verify/tally the total marks put on the cover page with those in the inside pages of the answer script and will check if all answers in the answer scripts have been evaluated by the examiner.
		2(21) Tabulator means a senior in-service/retired academician appointed by the Commission for tabulation of marks of the candidates and preparation of candidate-wise mark lists.
		2(22) Technical Advisor means a subject expert/ domain expert appointed by the Commission taking into consideration his/her caliber, expertise, experience, general reputation and past performance to assist the Board at the time of interview in the selection of candidates for various posts/services, wherever necessary.

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2(42) to be deleted	2(42) "Reviewer" means a person drawn from the list of moderators who is sufficiently senior in position and will review the moderated question paper(s) for printing. He/she will have the discretion to change/modify any question that he/she finds not suitable. He/she will receive the same remuneration as that of the moderators.	"Reviewer" is deleted.
2(48) to be newly inserted		<p>2(48) "General bearing" refers to a set of attributes which are required inter alia to be present in a candidate for a service of the state. The general bearing may include-</p> <p>(i) general awareness, mental alertness, sound judgement, communication skills, clear and logical exposition, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity, sensitivity and responsiveness.</p> <p>(ii) Intellectual qualities, social traits, knowledge on required issues with special emphasis on Assam, current/national/ international issues/ events etc.</p> <p>These attributes can be gauged during interview or viva-voce</p>
3(3)(B)	3(3)(B). i .Will lay down eligibility criteria by advertisement on the basis of departmental recruitment rules/service rules for the post/posts or service/ services and/or according to instructions duly established/ notified/issued.	i .Will lay down eligibility criteria by advertisement on the basis of departmental recruitment rules/ service rules for the post/posts or service/ services and/or according to specific instructions/notifications issued by the Government.
3(3)(C)	<p>3(3)(C) Scrutiny: Applications duly received in response to advertisement shall be scrutinized by the office in the manner prescribed by the Commission from time to time.</p> <p>i) The following self-attested documents must be submitted along with the application form, in case of offline mode of application. Specific size of scanned copies of these documents and signature must be uploaded incase of online mode of application:</p> <p>(a) Original treasury receipt depositing prescribed examination fees.</p> <p>(b) Age certificate (HSLC/Class X Board Admit Card/Pass Certificate).</p> <p>(c) Certificates and mark sheets of all examinations from HSLC onwards up to the level of qualifying examination.</p> <p>(d) Caste certificate (wherever necessary) of reserved categories issued by appropriate authority.</p> <p>(e) Disability certificate (wherever necessary)</p> <p>(f) Two copies of recent passport size photograph with white background.</p> <p>(g) Signature (scanned copy to be uploaded in online mode)</p> <p>(h) Experience certificates (wherever necessary).</p> <p>No document other than the HSLC or Class X Board Examination Admit Card/Pass Certificate, in which the date of birth is</p>	<p>After the existing paragraph the following paragraph is inserted-</p> <p>In specific conditions, the Commission may decide to conduct the examination without scrutiny. However, in all such cases, Commission will issue a notification before the Screening Test, stating that the Commission reserves the right to cancel the candidature of any candidate if on verification/scrutiny of his/her application form at any stage after the Screening Test and interview/ viva-voce, it is found that he/she does not fulfill any of the eligibility conditions as per the terms of the Advertisement.</p> <p>Provided that the scrutiny conducted after the screening test or written examination will be confined to candidates qualifying for the interviews/viva-voce.</p> <p>Provided also that in the event of any/some candidate(s) being found ineligible, the consequent shortfall in the number of candidates to be called for the interview after application of the stipulated ratio, shall <u>not</u> be met by calling additional eligible candidates in order to meet the requirements of the ratio.</p> <p>Provided further that in case, interviews/viva-voce are not conducted, the verification of documents will be undertaken before the final select list is prepared.</p>

Procedure No.	Original Provision of the APSC (Conduct of Business) Procedure, 2019	Amendment
	recorded, will be accepted by the Commission for determination of age.	
3(3)(E) Sl.(vi) to be newly inserted	Existing (vi) to (xiii) will be (vii) to (xiv) respectively.	(vi) "In case where interviews are conducted in two sessions in a day, separate lotteries shall be held for each session for selection of Chairman/ Members/ Experts/ Advisors. However, the Commission reserves the right to conduct the viva-voce interviews in one session in the event of less number of candidates appearing for the viva-voce".
3(3)(F)	3(3)(F)(i) The expert/advisor for interview board(s) will be deputed by the respective requiring department on intimation/ requisition from the Commission.	(i) The expert/advisor for interview board(s) will be deputed by the respective requiring department on intimation/requisition from the Commission. However, the Commission may independently engage/invite experts/ advisors from retired or serving officials of Govt. or Govt. recognized institutions or retired or serving Professors/ Associate Professors of Govt. recognized higher educational institutions.
4(A)(v) to be newly inserted	Existing 4.A.(v) & (vi) will be sl. (vi) & (vii) respectively.	The following paragraph will be inserted- Where there is a necessity of conducting skill examination as part of the selection process for certain category of posts, along with written assessment and interview, the Commission may determine on case to case basis the <i>interse</i> allocation and weightage of marks in respect of (a) written assessment, (b) skill examination, (c) academic/ professional qualification/ service experience, and (d) subject knowledge and general bearing.
4.B.	By written competitive examination and interview: - where there is a provision of selection by means of written examination and interview for any post/posts or service/services or where the number of applicants is greater than 500 (five hundred) or where the number of applications is more than 5(five) times the number of all advertised vacancies for the purpose of recruitment for such post(s) or service(s) by the Commission through written examination and interview:	By written competitive examination and interview: - where there is a provision of selection by means of written examination and interview for any post/posts or service/services or where the number of applicants is greater than 500(five hundred) for the purpose of recruitment for such post(s) or service(s) by the Commission through written examination and interview:
	4.B.(i) Written examination and interview shall be conducted. The written examination may either be OMR based objective type or conventional type.	(i). Written examination and interview shall be conducted. The written examination may either be OMR based objective type/ Computer Based Test (CBT) or conventional type.
	4.B.(v). The date of interview shall be declared for candidates shortlisted for interview. Any date can be scheduled for interview after 15 days of declaration of written examination results being released.	(v). The date of interview shall be declared for candidates shortlisted for interview. Any date can be scheduled for interview after 7 days of declaration of written examination results being released.
4.(C)	4.(C).(ii) Call those who score 40% in the qualifying skill examination for the interview.	(ii) Call those who score minimum 40% in the qualifying skill examination for the interview.
	4.C.(v) The written examination may either be OMR based objective type or conventional type.	(v) The written examination may either be OMR based objective type/ Computer Based Test (CBT) or conventional type.
4(D)	4.D.(ii) The screening test will be conducted with OMR based question papers to shortlist the candidates.	(ii) The screening test will be conducted with OMR based question papers / Computer Based Test (CBT) to shortlist the candidates.

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	<p>4(D)(v) The total number of candidates shortlisted for interview will be as per ratio decided by the Commission, which presently is 1:5 times.</p>	<p>(v) The total number of candidates shortlisted for interview will be as per ratio decided by the Commission. Where the total number of posts advertised is equal to or less than 50, the ratio of candidates to be called for interview will be 1:5; if the total number of posts advertised is equal to 51 or less than 75, the ratio of candidates to be called for interview will be 1:4; and if the number of posts advertised is equal to 76 or above, the ratio of candidates to be called for interview will be 1:3.</p>								
	<p>4(D) (vii) The candidates shortlisted will be called for interview on any day after 15 days of publication of the results. They will be intimated through official website and no personal intimation shall be sent through any medium.</p>	<p>(vii)The candidates shortlisted will be called for interview on any day after 7 days of publication of the results. They will be intimated through official website and no personal intimation shall be sent through any medium.</p>								
<p>4(E)</p>	<p>To be inserted newly.</p>	<p>4(E) By Screening Test only:</p> <p>(i) In pursuance of the Notification no.ABP.70/2016/2 dated 25th May, 2016 issued by the Government of Assam in the Personnel Department and subject to the provisions of the relevant Service Rules, selections for Grade-III posts including the post of Junior Engineer may be made without conducting interviews/personality tests.</p> <p>(ii) The Screening Test will consist of objective questions conducted in OMR/CBT mode.</p> <p>(iii) The Screening Test will carry a minimum of 200 marks. The number of papers, number of questions, duration, syllabus etc., will be decided by the Commission.</p> <p>(iv) There will be negative marking @0.25 against each wrong answer.</p> <p>(v) The merit list will be prepared on the basis of the score of the screening test</p> <p>(vi) Scrutiny/verification of documents will be made before the recommendation list is sent to the Government.</p> <p>(vii) The recommended selection list will be forwarded to Govt. by the Secretary after approval of the Commission.</p>								
<p>4(F)</p>	<p>To be inserted newly.</p>	<p>4(F) For selection of Teaching Faculties(Non-Technical) of Govt. Colleges</p> <p>(i) Selection of Teaching Faculties (Non-Technical)/Librarians of Govt. Colleges will be made as per the UGC guidelines/regulations with modifications, where necessary, as may be decided by the Commission.</p> <p>(ii) The final assessment/recommendation of candidates will be based on Academic Score/records and Interview performance in the ratio 75:25 as detailed below:</p> <table border="1" data-bbox="816 1534 1475 1710"> <thead> <tr> <th>Category</th> <th>Marks allotted</th> </tr> </thead> <tbody> <tr> <td>Academic Record/Research work/Teaching experience etc.</td> <td>75</td> </tr> <tr> <td>Interview</td> <td>25</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </tbody> </table> <p>(iii) The relative weightage to be given to criteria such as academic performance/research work/teaching experience etc. for the academic assessment and short-listing of candidates will be as per the UGC guidelines with modification, where necessary, as may be decided by the Commission.</p> <p>(iv) The number of candidates to be shortlisted and called for interview shall be 10 candidates against each</p>	Category	Marks allotted	Academic Record/Research work/Teaching experience etc.	75	Interview	25	Total	100
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Academic Record/Research work/Teaching experience etc.	75									
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Total	100									

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		advertised post. However, if the number of candidates is less than 10, all will be shortlisted for interview. (v) The recommended selection list will be forwarded to Govt. by the Secretary/Principal Controller of Examinations after approval of the Commission.
5.(2)(A) (vii) to be deleted	(vii) The Reviewer will review the moderated question papers and will have the discretion to change/modify any question that he/she finds not suitable.	(vii) is deleted Existing (viii) will be (vii)
5(2) (C)	(iii) The date of interview shall be declared for the candidates shortlisted for interview. Any date 15(fifteen) days after the declaration of Main Examination result can be scheduled for the interview.	(iii) The date of interview shall be declared for the candidates shortlisted for interview. Any date 7(seven) days after the declaration of Main Examination result can be scheduled for the interview.
	(ix) On each day after the interview is over, the mark sheet prepared by the Presiding Officer/Chairperson of the specific board will hand over the copy in a sealed envelope to the Chairperson of the Commission in triplicate in separate sealed covers and the first sealed cover shall be retained by the Presiding Member till the results are finalized; or as directed by the Commission, the second will be kept by the Chairperson under his/her safe and secret custody, and the third copy will be sent to the Principal Controller of Examinations for preparing the results.	(ix) On each day after the interview is over, the mark sheet prepared in duplicate by the Presiding Officer/Chairperson of the specific board will hand over one copy in a sealed envelope to the Chairperson of the Commission and the second copy to the Principal Controller of Examinations for preparing the results.

By order etc.,

Sd/-

Secretary

Assam Public Service Commission
Khanapara, Guwahati-22